



City of Tempe

HOMELESS SOLUTIONS SUPERVISOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	239	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Human Services	<i>Salary / Hourly Minimum:</i>	\$71,629
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$86,699
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Sr. Recreation Coordinator
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Professionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives general supervision from the Housing Services Director or designee.

Exercises direct supervision over assigned professional, technician and/or clerical staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five years of progressively responsible experience managing human services and/or social service programs with emphasis on homeless programs, including one year of supervisory or lead responsibility
<i>Education:</i>	Equivalent to a Bachelor's degree from an accredited college or university with major course work in social work, human services, sociology, public administration, or degree related to the core functions of this position. A Master's degree in social work, sociology, human services, public administration, or a degree related to the core functions of this position is preferred.
<i>License / Certification:</i>	Must possess and maintain a valid driver's license.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. Performs a full scope of work to coordinate ending homelessness services through City, County, State and local partnerships. Functions as flexible member of the Social Services Division in support of federal, state and local grant funded programs.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Develop, implement, supervise, promote and evaluate all homeless solutions activities and services.
- Plan, prioritize, assign, supervise and review the work of the Homeless Outreach Program Effort (HOPE) staff and interns.
- Participate in the selection of staff; work with employees to correct performance deficiencies; implement disciplinary procedures; schedule staff to ensure optimal service levels are maintained; provide or coordinate staff training or training for other groups as required.
- Facilitate the work of the Tempe Ending Homelessness Coalition, including the implementation of goals and objectives; establish schedules and methods for providing services; develop and implement policies and lead monthly meetings.
- Coordinate program activities with those of other departments, outside agencies, organizations, and city staff, such as the Homeless Encampment Response services and the Public Library Homeless Response services.
- Manage databases and data collection; provide analysis and reporting of homeless solutions programs, services and strategies for the HOPE team and the Tempe Homeless Coalition.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justification for budget items; monitor and control expenditures.
- Facilitate, evaluate and report on the housing and Urban Development (HUD) Tempe Point in Time Homeless Street Count.
- Research, write grants and respond to proposals to increase funding for homelessness programs.
- Establish ending homeless solutions priorities and communicate vision and goals to internal and external stakeholders.
- Act as a point person on issues related to ending homelessness, including working with City Council, responding to media requests, working with and presenting to community groups.
- Participate in Maricopa Regional Continuum of Care activities including active participation on committees.
- Report as required to the City Council, Council Subcommittees and other Departments and Agencies as needed.
- Provide pro-active performance planning utilizing performance management tools.
- Physically present to perform the duties of the position.
- Perform related duties as assigned.

PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Operate city vehicles;
- Work in stationary position for long periods of time;
- Operates computers, calculators and other office machines;
- Extensive reading and close vision work;
- Exposure to blood and airborne pathogens; bodily fluids; etc.;
- May require working extended hours.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies		

JOB DESCRIPTION HISTORY

Effective July 2002

Revised September 2018 (Update job title, reporting relationships, min qualifications, and job duties)